

Clerical and Office Branch
Office Supervision and Customer Services Group
Office Supervision Series

TOLL COLLECTION SUPERINTENDENT

08/91

Summary

Under direction, supervises and coordinates the toll bridge collection activities for the City; performs related duties as required.

Typical Duties

Plans, assigns and supervises the bridge toll collection function for the city; reviews and updates cashiering policies, procedures and systems; hires new employees, reviews and approves work schedules; assists in securing and overseeing contractor services, including equipment maintenance, janitorial, security and armored car pickup.

Maintains cordial working relationships with U.S., Mexican, and local departments and governmental agencies; inspects bridge lighting and general repair and contacts other City departments for repair; prepares revenue, operating and capital budgets for toll bridge operations; coordinates deposit and accounting for bridge revenues; reviews activity and revenue reports to monitor efficiency and security.

Minimum Qualifications

Training and Experience: Graduation from high school including courses in bookkeeping and commercial subjects and six years experience in bookkeeping and cashiering including three years' supervisory experience over a toll collection function; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of Mexican currency and the current exchange rate; good knowledge of supervisory practices and procedures; good knowledge of automated toll systems and PC's; good knowledge of cashiering procedures and bookkeeping; some knowledge of the mechanisms of coin operated equipment.

Ability to supervise assigned personnel; ability to maintain effective working relationships with the public and governmental agencies; ability to maintain financial records and prepare reports; ability to work under adverse weather and environmental conditions; ability to perform bookkeeping arithmetical calculations; ability to communicate orally both in English and Spanish is desirable.

Additional Requirements: Must be bondable. Must be willing to be on 24-hour call.

Physical Requirements: Exposure to automotive exhaust fumes; exposure to all weather conditions; lift and carry heavy objects (40 to 50 pounds).

Licenses and Certificates: Valid U.S. Driver's license.

Director of Personnel

Department Head